

## **A-8-A Academic Honor Code (1) (5370.5)**

### Reference:

- (a) U.S. Naval War College Catalog

This annex defines the academic code of conduct which students must follow in the production of written work submitted to the Naval War College (NWC) and establishes procedures for dealing with instances in which written work submitted appears to violate this code.

1. Background. Reference (a) provides that “the Naval War College diligently enforces a strict academic code requiring students to credit properly the source of materials directly cited in any written work submitted in fulfillment of diploma/degree requirements.” Simply put: plagiarism is prohibited. Likewise, this academic code prohibits cheating and the misrepresentation of a paper as a student’s new thought. These types of conduct are inconsistent with the professional standards required of military personnel and government employees.

2. Discussion.

a. Plagiarism is defined as the act of taking ideas, writings, or the like from another and passing them off as one’s own.

(1) Plagiarism includes the following:

(a) The duplication of an author’s words without both quotation marks and accurate references or footnotes.

(b) The use of an author’s ideas in paraphrase without accurate references or footnotes.

(2) Students are expected to give full credit in their written submissions when borrowing another’s words or ideas. Borrowing of words/ideas, with proper attribution, is not prohibited by this code and is desirable and inevitable in the preparation of a paper or an essay. A substantially borrowed but attributed paper may, however, lack the originality expected of graduate-level work; submission of such a paper may merit a low or failing grade, but is not plagiarism.

b. Cheating is defined as the giving, receiving, or using of unauthorized aid in support of one’s own efforts.

(1) Cheating includes the following:

(a) Gaining unauthorized access to exams,

(b) Assisting or receiving assistance from other students in the preparation of written assignments or during tests, and/or

(c) Utilizing unauthorized materials (notes, texts, crib sheets and the like, in paper or electronic form) during tests.

c. Misrepresentation is defined as reusing a single paper for more than one purpose without permission or acknowledgement.

(1) Misrepresentation includes the following:

(a) Submitting a single paper or substantially the same paper for more than one course at the NWC without permission of the instructors.

(b) Submitting a paper or substantially the same paper previously prepared for some other purpose outside the NWC without acknowledging that it is an earlier work.

### 3. Action.

a. Plagiarism, cheating and misrepresentation of work are prohibited. A student who is unsure whether certain conduct would constitute plagiarism, cheating, or misrepresentation shall seek the guidance of his or her moderator or faculty advisor prior to submission of the assignment or the taking of the test involved.

b. If written work is submitted which appears to violate this code of conduct, the following procedures shall be followed.

(1) The executive assistant of the department concerned, or the Director, College of Continuing Education, as appropriate, will be notified. That department will investigate the matter to determine whether or not there is substantial evidence of a violation. If there is substantial evidence, the chairman of the department (or the Director, College of Continuing Education) will refer the matter to the Academic Integrity Review Committee.

(a) A specific intent to deceive does not have to be demonstrated to substantiate instances of plagiarism. Failure to properly credit another's work through inattention to detail, negligence, ignorance, computer glitches or other inadvertent acts will not excuse plagiarism but may mitigate the Academic Integrity Review Committee's recommended action.

(2) The Academic Integrity Review Committee will be composed of the following members:

Provost (serves as Chairman)

Dean of Academics

Dean of Naval Warfare Studies

Dean of Students

Service Advisor (as applicable)

(3) The Academic Integrity Review Committee will thoroughly review the case, make findings of fact, and recommend appropriate action to the President. This action may include any or all of the following: lowering of grades on the affected work or on the entire course of instruction; inclusion of remarks in fitness reports; letters to appropriate branches of the service, agencies, offices, or governments; dismissal from the NWC; referral for disciplinary action under

the Uniform Code of Military Justice or for appropriate action under the rules governing civilian personnel.

(4) Violations discovered after graduation will be processed similarly and may result in referral of the matter to the current command or office of the individual concerned and, if appropriate, revocation of the NWC diploma and master's degree.

(5) No adverse action, based on violation of this code, may be taken without first advising the individual concerned of the nature of the violation and the information that supports the violation and allowing the individual concerned to submit information on his or her behalf.

(6) The NWC Staff Judge Advocate shall be consulted prior to requesting any statement from any individual suspected of a violation.

#### 4. Scope.

a. All faculty, staff, and students shall be familiar with, and follow the provisions of, this annex.

b. The Dean of Academics shall ensure that all incoming students are briefed on this annex during orientation, and the Dean of Students shall include this annex in the student handbook.